

DISPLAY TRUST

Description:

This screen displays all the trust amounts that are due for the case selected with a grand total (Listed as case totals). This screen is helpful in answering questions regarding trust information on a case.

Reference:

Accounting Manual

<http://192.168.9.168/AccountingManual/lpExt.dll?f=templates&fn=main-j.htm&vid=10.1048/Enu&2.0>

Overview:

Use the Display Trust screen to view the status of the trust accounts on a case, including the amount due, amount paid, amount that has been paid out, and any remaining balances.

DISPLAY TRUST

Procedure/Computer Entry

1. From the Primary Menu screen select **Accounting > Accounts Receivable > Trust Receivable**.

The screenshot shows a software window titled "Accounts Receivable". At the top, there is a menu bar with options: Filings, Links, History, Toolbox, Warnings, Journal, Cash Count!, and Print Index!. Below the menu bar, there are input fields for "Case" (031000172) and "State" (Felony), followed by a "Find" button. Below these are fields for "Last Name" (DUCK) and "First Name" (DONALD). The main area of the window contains a table with three columns: Revenue, Trust, and Open Trust. Each column has four rows of financial data, all showing zero values. At the bottom of the window, there are five buttons: Revenue Receivable, Trust Receivable, Clear Screen, Payment Schedule, and Exit.

Revenue		Trust		Open Trust	
Amount Due \$	0	Amount Due \$	0	Trust Payment \$	0
Amount Paid \$	0	Amount Paid \$	0	Amount Paid \$	0
Total Credit \$	0	Adjustments \$	0	Adjustments \$	0
Balance Due \$	0	Balance Due \$	0		

2. Type Password and select **Continue**.

The screenshot shows a "User Verification" window. It has a blue title bar. Inside, there is a "Login Name:" field with the text "debrajoo" and a "Password:" field with an empty text box. Below these fields are two buttons: "Continue" and "Exit". At the bottom right of the window, the text "Num Lock" is displayed in red.

3. Select **Display Trusts**.

Trust Receivable

Filings Links History Toolbox Warnings Journal Cash Count! Print Index!

Case **031000262** Other Misdemeanor Name **DUCK, DONALD**

Recipient
☒ Existing Party

Last Name **SMITH** Trust **1** of **1**
 First Name **MICKEY** Type **Restitution**
 Address Due Date
 City, St, Zip Priority **1**
 Phone SSN # Amount \$ **5,000.00**
 Effective Date for Interest (Sentence Date)

Create New Trust Check Stub Description Receipt Money Previous Enter
 Adjust Trust Jointly and Severally Display Trusts Next Exit
 Last Trust

If there is only one trust receivable, it will show on the screen with the case totals. If there are two trust receivables or more, use the scroll bar to see the additional items.

Display Trust

Case **031000262** Other Misdemeanor
 Name **DUCK, DONALD**

Recipient **MICKEY SMITH**
 Due **5000.00**
 Paid **0.00**
 Paid Out **0.00** Trust **1**
 Credit **0.00**
 Payout Available **0.00**
 Balance **5000.00**

Case Totals
 Total Amount Due **5000.00**
 Total Amount Paid **0.00**
 Total Amount Paid Out **0.00**
 Total Credit Amount **0.00**
 Total Payout Available **0.00**
 Total Balance Amount **5000.00**

Exit